



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

SFAE-CM

SEP 27 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: AMENDED: Memorandum, September 19, 2005, Defense Acquisition, Technology, and Logistics Workforce Education, Training and Career Development Program

References:

- a. Department of Defense Directive (DoDD) 5000.52, "Defense, Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program," January 12, 2005 (Enclosure 1).
- b. Acquisition Career Manager (ACM) "Revised Policy/Procedures for Acquisition Corps Eligible Status," June 5, 2001 (hereby canceled) (Enclosure 2).
- c. Acquisition Career Management (ACM) "Army Acquisition Corps Membership Policy Change," June 5, 2001 (hereby canceled) (Enclosure 3).

During Fiscal Years 2004 and 2005, extensive revisions were made to the Defense Acquisition Workforce Improvement Act (DAWIA), commonly referred to as DAWIA II. A new directive, reference a, was published that provides overarching policies and responsibilities for implementing DAWIA II; due to that guidance references b and c are rescinded. Therefore, the Corps Eligible (CE) program is terminated effective December 31, 2005. Applications for programs and boards requiring CE status will remain in effect until termination of the program. Those individuals who obtained CE status under references b and c will remain valid.

The DoD will publish an operational instruction and web-based "Desk Guide". These documents will provide uniform guidance for managing AT&L positions and career development. If you have questions, please contact a civilian ACM at <http://asc.army.mil/contact/acms.cfm>.

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

Enclosures

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SEP 19 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Defense Acquisition, Technology, and Logistics Workforce Education,
Training and Career Development Program

References:

a. Department of Defense Directive (DoDD) 5000.52, "Defense, Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program," January 12, 2005.

b. Acquisition Career Manager (ACM) "Revised Policy/Procedures for Acquisition Corps Eligible Status," June 5, 2001 (hereby canceled).

c. ACM "Army Acquisition Corps Membership Policy Change," June 5, 2001 (hereby canceled).

During Fiscal Year (FY) 2004 and FY 2005, extensive revisions were made to the Defense Acquisition Workforce Improvement Act (DAWIA), commonly referred to as DAWIA II. In January 2005, the Department of Defense published reference a, a new directive that provides overarching policies and responsibilities for the DAWIA II implementation. Due to that guidance, references b and c are hereby rescinded, and the subsequent Corps Eligible program is canceled. Therefore, as of the date of this memorandum, Corps Eligible applications will no longer be accepted.

In the near future, DoD will publish an operational instruction and web-based "Desk Guide". These two documents will provide uniform guidance for managing Acquisition, Technology and Logistics (AT&L) positions and career development. A copy of reference "a" is at <http://www.dtic.mil/whs/directives>. If you have questions, please notify a civilian ACM at: <http://asc.army.mil/contact/acms.cfm>.

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Department of Defense DIRECTIVE

NUMBER 5000.52

January 12, 2005

USD(AT&L)

SUBJECT: Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program

References: (a) DoD Directive 5000.52, "Defense Acquisition Education, Training, and Career Development Program," October 25, 1991 (hereby canceled)
(b) Chapter 87 of title 10, United States Code
(c) DoD Instruction 5000.58, "Defense Acquisition Workforce," January 14, 1992 (hereby canceled)
(d) DoD 5000.58-R, "Acquisition Career Management Program," January 1993 (hereby canceled)
(e) through (n), see enclosure 1

1. REISSUANCE AND PURPOSE

This Directive

1.1. Reissues reference (a), implements reference (b), and updates policies and responsibilities for an education, training, and career development program for the DoD Acquisition, Technology, and Logistics (AT&L) Workforce.

1.2. Establishes a single Acquisition Corps throughout the Department of Defense.

1.3. Cancels references (c) and (d) and DoD 5000.58-G; Under Secretary of Defense for Acquisition and Technology Memorandum; Principal Deputy Under Secretary of Defense for Acquisition and Technology Memorandum; and Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) Memorandum (references (e) through (h)).

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments (including their National Guard and Reserve components), the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of

Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. DEFINITIONS

Terms used in this Directive are defined in enclosure 2.

4. POLICY

It is DoD policy that:

4.1. The primary objective of the Defense AT&L Workforce Education, Training, and Career Development Program is to create a professional, agile, and motivated workforce that consistently makes smart business decisions, acts in an ethical manner, and delivers timely and affordable capabilities to the warfighter. The Defense AT&L Workforce Education, Training, and Career Development Program shall provide:

4.1.1. An integrated management approach of centralized policies and procedures and decentralized execution.

4.1.2. Strategic AT&L Workforce planning to achieve the goals of the Department of Defense.

4.1.3. A management information system capable of providing standardized information to the Secretary of Defense on persons serving in acquisition positions, as provided for in Section 1761 of reference (b), in accordance with Deputy Secretary of Defense Memorandum, DoD Directive 8000.1, DoD Directive 8100.1, DoD Directive 4630.5, and DoD Directive 8500.1 (references (i) through (m)).

4.1.4. A career model for workforce members in planning career development and progression.

4.1.5. An AT&L Performance Learning Model that shall facilitate attainment of competencies through education, training, and experience requirements established for entry level positions through Key Leadership Positions (KLPs) in the AT&L Workforce.

4.1.6. Career development programs, including the education and training programs required by Subchapter IV of reference (b). These include internship; cooperative education; scholarship; tuition reimbursement and training; authority to repay all or part of a student loan; a Defense Acquisition University (DAU) structure; an acquisition fellowship program; centralized job referral; and exchange program(s) for persons occupying Critical Acquisition Positions (CAPs).

4.2. The Component Acquisition Executives (CAEs) shall identify AT&L positions in accordance with Section 1721 of reference (b) and AT&L implementing regulations, to include the identification of CAPs and KLPs.

4.2.1. CAPs, a subset of AT&L positions, are senior acquisition positions specifically designated by the CAEs in accordance with reference (b) and this Directive.

4.2.2. KLPs are selected CAPs specifically designated by the CAEs and approved by the USD(AT&L).

4.2.2.1. KLPs at a minimum, shall consist of Program Executive Officers (PEOs), Program Managers (PMs), and Deputy PMs (DPMs) for Major Defense Acquisition Programs including Major Automated Information Systems (MAIS); and PEOs and PMs of significant non-major programs, including MAIS.

4.2.2.2. Positions that should be considered for designation as KLPs include Deputy PEOs, Senior Contracting Officials, DPMs of selected significant non-major defense acquisition programs, including MAIS, and positions related to other significant acquisition efforts.

4.2.2.3. KLPs may also include selected staff positions, as well as any CAP that, by the criticality of the duties, warrants special management attention to qualification and tenure requirements.

4.2.3. The CAE shall ensure that there are position requirements in place for KLPs, and the career development and management processes that support program stability, accountability, and success.

4.3. There shall be a single Defense Acquisition Corps, hereafter referred to as the "Acquisition Corps." The Acquisition Corps comprises those persons who have met the standards prescribed by reference (b) and who have been granted admission to the Acquisition Corps by the USD(AT&L) or by a CAE.

4.4. An integrated AT&L Workforce management structure shall provide for governance of the Defense AT&L Workforce Education, Training, and Career Development Program and ensure that the objectives of this Directive are met. The structure shall include:

4.4.1. An AT&L Workforce Senior Steering Board (SSB). The SSB is chartered to oversee the execution of the Defense AT&L Workforce Education, Training, and Career Development Program. It shall be chaired by the USD(AT&L) and the membership shall include the CAEs of the Military Departments; representatives of the CAEs outside the Military Departments; the Functional Advisors (FAs); the Director, Defense Procurement and Acquisition Policy (ex officio, as Executive Secretary); and others as the USD(AT&L) considers appropriate. The President, DAU, shall be a non-voting member. The SSB shall meet at least twice each year and at the call of the Chair.

4.4.2. An AT&L Workforce Management Group (WMG). The WMG is chartered to guide the daily execution of the Defense AT&L Workforce Education, Training, and Career Development Program, advise the SSB on workforce issues, and develop performance measures (metrics) to facilitate and enhance oversight by the SSB. The WMG shall be chaired by the President, DAU, and shall be composed of representatives of SSB members to include CAE Component Workforce managers, FA representatives, and others as the Chair considers appropriate. The WMG shall meet every 2 months or at the call of the Chair.

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Acquisition, Technology, and Logistics shall:

5.1.1. In accordance with Section 1702 of reference (b), carry out all powers, functions, and duties of the Secretary of Defense with respect to the DoD AT&L Workforce.

5.1.2. Establish the Defense AT&L Workforce Education, Training, and Career Development Program for the effective management of persons serving in DoD AT&L positions and in the single Acquisition Corps.

5.1.3. Provide policy, direction, oversight, budgeting of central resources, and evaluation of the Defense AT&L Workforce Education, Training, and Career Development Program.

5.1.4. In coordination with the Under Secretary of Defense for Personnel and Readiness and the Heads of the DoD Components, identify requirements for a management information system to include an AT&L Workforce data repository for collection and retention of information and performance measurement data.

5.1.5. Ensure automated Human Resources system requirements are provided and/or documented, including identification of needed data elements.

5.1.6. Issue implementing regulations.

5.2. The Under Secretary of Defense for Personnel and Readiness shall:

5.2.1. Provide advice and assistance to the USD(AT&L) and collaborate on implementation of the Defense AT&L Workforce Education, Training, and Career Development Program to ensure compliance with applicable manpower and personnel management statutes and policies.

5.2.2. Establish and maintain an AT&L Workforce data repository, in coordination with the USD(AT&L), capable of providing standardized information on persons serving in AT&L positions. To the maximum extent practicable, the data repository shall utilize existing civilian and military databases and processes.

5.3. The Under Secretary of Defense (Comptroller) shall set forth separately the funding levels requested for acquisition education and training programs established under section 4. of this Directive in the DoD budget justification documents submitted to the Congress in support of the President's budget.

5.4. The Under Secretary of Defense for Intelligence, in coordination with the USD(AT&L), shall ensure that programs in the Defense Intelligence Agency, the National Geospatial-Intelligence Agency, and the National Security Agency comply with this Directive and applicable laws.

5.5. The Heads of the DoD Components, acting through their CAEs, shall:

5.5.1. Implement the Defense AT&L Workforce Education, Training, and Career Development Program as uniformly as practicable and in accordance with the Military Departments' force management construct.

5.5.2. In accordance with Section 1704 of reference (b), carry out all powers, functions, and duties of the Secretary of the Military Department concerned with respect to the DoD AT&L Workforce within that Military Department.

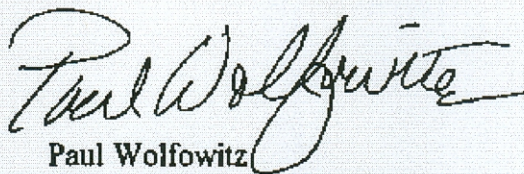
5.5.3. Implement this Directive within their organizations.

6. INFORMATION REQUIREMENTS

The information requirements in this Directive have been assigned Report Control Symbol DD-P&R(Q&A)1841 in accordance with DoD 8910.1-M (reference (n)).

7. EFFECTIVE DATE

This Directive is effective immediately.



Paul Wolfowitz
Deputy Secretary of Defense

E1. ENCLOSURE 1

REFERENCES, continued

- (e) DoD 5000.58-G, "Central Referral System (CRS) Guide," June 1995 (hereby canceled)
- (f) Under Secretary of Defense for Acquisition and Technology Memorandum, "Setting Defense Acquisition University Course Prerequisites," June 17, 1999 (hereby canceled)
- (g) Principal Deputy Under Secretary of Defense for Acquisition and Technology Memorandum, "Assimilation of Newly Identified Personnel into the Acquisition and Technology Workforce," April 6, 2001 (hereby canceled)
- (h) Under Secretary of Defense for Acquisition, Technology, and Logistics Memorandum, "Acquisition Career Management Program Applicability to Military Reservists," December 4, 2003 (hereby canceled)
- (i) Deputy Secretary of Defense Memorandum, "Global Information Grid Enterprise Service," November 10, 2003
- (j) DoD Directive 8000.1, "Management of DoD Information Resources and Technology," February 27, 2002
- (k) DoD Directive 8100.1, "Global Information Grid (GIG) Overarching Policy," September 19, 2002
- (l) DoD Directive 4630.5, "Interoperability and Supportability of Information Technology (IT) and National Security Systems (NSS)," May 5, 2004
- (m) DoD Directive 8500.1, "Information Assurance," October 24, 2002
- (n) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998

DEFINITIONS

E2.1.1. AT&L Performance Learning Model is the foundation for meeting the career-long training and professional development needs of the AT&L Workforce and serves as a systematic approach to practitioner performance and training that is delivered through multi-media learning assets, to include classroom and on-line training, continuous learning, knowledge sharing, and performance support.

E2.1.2. AT&L Positions are those civilian and military positions in the Department of Defense that are designated to be acquisition positions in accordance with Section 1721 of reference (b) and regulations issued by the USD(AT&L).

E2.1.3. AT&L Workforce comprises those persons who occupy AT&L positions.

E2.1.4. Competencies, as used in this Directive, are the core acquisition, functional, and leadership skills, knowledge, and abilities required by the AT&L Workforce to perform the duties and responsibilities of the various AT&L positions.

E2.1.5. Component Acquisition Executive (CAE) is the Service Acquisition Executive of a Military Department or the person designated to be the CAE by the Head of a DoD Component other than a Military Department. For the purpose of this Directive, the Head of a DoD Component is the CAE for the DoD Components that have not designated a CAE. The USD(AT&L) performs this role for the OSD.

E2.1.6. Critical Acquisition Positions (CAPs) are a subset of AT&L positions specifically designated by the CAE in accordance with reference (b) and this Directive.

E2.1.7. Defense Acquisition Corps, hereafter referred to as the "Acquisition Corps," is a pool of highly qualified members of the AT&L workforce to fill CAPs. It is composed of those persons who have met the standards prescribed by reference (b) and this Directive, and who have been granted admission to the Acquisition Corps by the USD(AT&L) or by a CAE to whom this authority has been delegated.

E2.1.8. Defense AT&L Workforce Education, Training, and Career Development Program includes the structure, resources, policies, and procedures to enable the AT&L Workforce to achieve the competencies required to perform the duties and responsibilities as required by AT&L positions and to promote integrated AT&L Workforce management.

E2.1.9. Functional Advisors (FAs) are senior DoD officials who serve as the subject matter expert for their respective functional area for oversight and management of career development requirements.

E2.1.10. Key Leadership Positions (KLPs) are a subset of CAPs with a significant level of responsibility and authority and are key to the success of a program or effort. These positions warrant special management attention to qualification and tenure requirements.

E2.1.11. Service Acquisition Executives, referred to as CAEs of the Military Departments in this Directive, are individuals with the responsibilities and authorities described in Section 1704 of reference (b).

E2.1.12. Senior Contracting Official is a director of contracting, or a principal deputy to a director of contracting, serving in the office of the Secretary of a Military Department, the headquarters of a Military Department, the Head of a Defense Agency, a subordinate command headquarters, or in a major systems or logistics contracting activity in the Department of Defense, with the responsibilities and authorities described in reference (b).

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Revised Policy/Procedures for Acquisition Corps Eligible Status

The purpose of this memorandum is to announce the revised Policy and Procedures for Army Acquisition Corps Eligible (CE) Status. This revision supersedes all previous documents and correspondence related to CE. The two significant changes in the revision follow:

a. CE status was previously opened only to Army employees. It is now open to anyone who wishes to apply, to include those in other DoD agencies and the private sector.

b. CE status previously required level III certification in an acquisition career field (ACF). It now requires only level II certification or level II training in an ACF.

These changes were prompted by our on-going efforts to streamline the Army Acquisition Corps (AAC) accession process and to ensure that only qualified individuals are placed in CAPs. The revised policy and procedures and the application form may be found on the DACM homepage under the "Policy/Procedures" button, <http://asc.rdaisa.army.mil>.

As a result of the change from level III to level II, please be advised that all current catalogs, information, or announcements that limit education, training, and experience opportunities to those with CE status or AAC membership will now read, "CE status with Level III certification or AAC membership with Level III certification". This is in keeping with our Acquisition Career Development Plan that calls for proficiency in the workforce member's career field as a first priority.

//original signed//

FRANK C. DAVIS
Colonel, USA
Deputy Director
Acquisition Career Management

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Corps Membership Policy Change

The purpose of this memorandum is to announce the decision by the Director of Acquisition Career Management (DACM) to expand Army Acquisition Corps (AAC) membership to select GS-13s or personnel demonstration project broadband equivalents. Details of the policy change and application instructions follow.

Although the Defense Acquisition Workforce Improvement Act allows AAC membership at the GS-13 level, the DACM has previously limited membership primarily to GS-14s and personnel demonstration project broadband IV occupants of Critical Acquisition Positions (CAPs). The decision to allow AAC membership at the GS-13 level includes only those Acquisition and Technology Workforce (A&TWF) GS-13s and broadband equivalent members who have obtained Corps Eligible (CE) status and who have accomplished level III certification in an acquisition career field (ACF). The purpose of this limitation is to encourage workforce members to become proficient in their career fields as their first priority. This is in keeping with our Acquisition Career Development Plan.

Eligible A&TWF members who wish to apply for AAC membership may do so by providing the following documents to the Acquisition Management Branch (AMB) at PERSCOM: (The AAC Membership Application and the Mobility Agreement may be found on the DACM homepage under the Policy/Procedures button; click on AAC Membership Requirements.)

- a. A completed AAC Membership Application.

b. A signed (by applicant only) copy of an updated ACRB that documents CE status, level III certification in an ACF, and that the applicant currently occupies an A&TWF position.

c. A signed Acquisition Corps Mobility Agreement. (Note: The term "mobility" includes functional and organizational moves as well as geographic. Due to fiscal constraints, geographic moves are the least desirable of the three.)

d. Documentation of conversion to GS-13 for those in a personnel demonstration broadband that includes the former grades below GS-13. (Include documentation, such as an SF 50, that the applicant held the grade of GS-13 going into the demonstration project or currently earns the equivalent salary of a GS-13 Step 4 or higher. Use the current year's General Schedule Salary Table and do not include locality pay in the conversion.)

Submit applications to ASC at the following address:

U.S. Army Acquisition Support Center
ATTN: SFAE-NCR (AAC)
9900 Belvoir Road, Bldg 201, Suite 101
Fort Belvoir, VA 22060-5567

Applicants who are accepted for membership will receive a Letter of Acceptance, a Certification of Admission, and an Acquisition Corps Certificate. Applicants who are not accepted will be notified in writing by AMB.

This policy change has no impact on the current procedure for obtaining AAC membership at the GS-14, personnel demonstration project broadband IV, and higher. Positions at these grades are critical acquisition positions and require AAC membership at the time of assignment to the position. The personnel community provides AMB with the required AAC membership documents and individuals are assessed into the AAC prior to final selection for the position. This process is documented in detail in the forthcoming Policy and Procedures for Selecting and Placing Civilians in A&TWF Positions.

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//original signed//

FRANK C. DAVIS
Colonel, USA
Deputy Director
Acquisition Career Management

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